



**A.D.M. COLLEGE FOR WOMEN (AUTONOMOUS)**  
(Accredited With 'A' Grade By NAAC 3<sup>rd</sup> Cycle)  
(Affiliated to Bharathidasan University, Tiruchirappalli)  
NAGAPATTINAM – 611 001

**Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on  
14<sup>th</sup> September 2020 at 10.30 a.m. in A.D.M College premises.**

**Dr.R.Anbuselvi, Principal i/c, Chairman IQAC presided over the meeting**

**Agenda**

1. To arrange Seminar / Workshop / Women Centered programme
2. To conduct Monthly test for all the UG and II PG students
3. To discuss and introduce SMS (Student Mentoring System) with the guidelines.
4. To conduct Internal Academic Audit
5. To discuss on conducting value added courses for final year students.

**Minutes of the Meeting**

- Res No. 30/2020      Subject:      To read and record the notice of the meeting  
Resolution: Read and recorded
- Res No. 31/2020      Subject:      To Confirm the minutes of the previous meeting.  
Resolution: The minutes of the previous meeting was confirmed.
- Res No. 32/2020      Subject:      To record the leave of absence  
Resolution: The following members were unable to attend the meeting
- Mrs. K.Pushpanayaki , Asso. Prof of Statistics
  - Dr.V.Viji, Asso. Prof. of Economics
  - Mrs. G.Anbarasi, Asst Prof of History
  - Mrs.M.Devika , Asst. Prof. of Commerce
  - Ms. Jenefer, HOD of Geology
- Res No. 33/2020      Subject:      To review the action taken on previous resolutions  
Resolution: Action taken on previous resolutions were presented by the  
IQAC Co ordinator
- Res No. 34/2020      Subject:      To arrange Seminar / Workshop / Women Centered  
programme by all Departments  
Resolution: It is resolved to conduct online programs and webinars
- Res No. 35/2020      Subject:      To conduct Monthly test for all the UG and II PG students  
Resolution: It is resolved to conduct monthly test for all UG & PG  
students from 05.10.2020 to 10.10.2020

- Res No. 36/2020      Subject:      To discuss and introduce SMS (Student Mentoring System) with the guidelines.  
Resolution: It is resolved that Allotment of students under Mentoring system should be done on or before 21.10.2020
- Res No. 37/2020      Subject:      To conduct Internal Academic Audit  
Resolution: Heads are informed about the Internal Academic Audit during the third week of October 2020 and advised to keep the records as per the checklist issued to all the departments.
- Res No. 38/2020      Subject:      To discuss on conducting value added courses for final year students.  
Resolution: It is resolved to offer Value Added Courses to the final year students during 5<sup>th</sup> semester.

  
Dr.R.Manimozhi  
IQAC Coordinator &  
Vice Principal

  
Dr.R.Anbuselvi  
Chairman- IQAC  
Principal i/c

**A.D.M.COLLEGE FOR WOMEN (AUTONOMOUS), NAGAPATTINAM**  
**Action taken for the Minutes of the meeting conducted by the Internal Quality Assurance**  
**Cell (IQAC) on 14<sup>th</sup> September 2020 at 10.30 a.m. in A.D.M College premises.**

**Res. No. 30/ 2020 to Res. No. 33/2020 – No Action taken called for.**

Res No.34/2020      Subject:      To arrange Seminar / Workshop / Women Centered programme by all Departments

Resolution:      It is resolved to conduct online programs and webinars.

Action taken:      *Programs conducted through online mode. (List Enclosed.)*

Res No. 35/2020      Subject:      To conduct Monthly test for all the UG and II PG students

Resolution:      It is resolved to conduct monthly test for all UG & PG students through online mode.

Action taken:      *Decision has been made to conduct online Monthly Examination in the month of October.*

Res No. 36/2020      Subject:      To discuss and introduce SMS (Student Mentoring System) with the guidelines.

Resolution:      It is resolved that Allotment of students under Mentoring system should be done on or before 21.10.2020

Action taken:      *Dr. Uma Maheswari, Assistant professor of English, Mrs. P.Kavitha, Assistant Professor of Economics and Dr. Jannathul Firthouse are deputed to carry out this work.*

Res No. 37/2020      Subject:      To conduct Internal Academic Audit

Resolution:      Heads are informed about the Internal Academic Audit during the third week of October 2020 and advised to keep the records as per the checklist issued to all the departments.

Action taken:      *A committee has been formed to perform Internal Academic Audit from 14.10.2020 to 16.10.2020 and the detailed report should be submitted to the college council after audit for approval.*

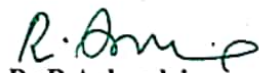
Res No. 38/2020      Subject:      To discuss on conducting value added course for final year students.

Resolution:      It is resolved to offer Value Added Courses to the final year students during 5<sup>th</sup> semester.

Action taken:      *Head of the departments submitted the title of Value added Course to be offered.*



**Dr.R.Manimozhi**  
**IQAC Coordinator &**  
**Vice Principal**



**Dr.R.Anbuselvi**  
**Chairman- IQAC**  
**Principal i/c**